

**Policy Direction:**

The City Manager is directed implement Let Texas Vote Day (Council Res. No. [20191017-033](#)) as an optional employee holiday on the first Tuesday after the first Monday of November every year, beginning on November 3, 2020.

City of Austin employees who are scheduled to work on Let Texas Vote Day may request up to 8 hours of leave on Let Texas Vote day to participate in election-related activity such as, but not limited to, voting, serving as poll workers or other election support, or volunteer civic engagement opportunities.

Employees must submit requests for time off for Let Texas Vote Day in advance to their supervisors, complying with all other City and departmental rules and procedures. Supervisors and department management will be responsible for coordinating and managing coverage in their departments on this day as appropriate to minimize service disruptions, while also accommodating as many employee leave requests as possible.

Each department is encouraged to coordinate with the Human Resources Department to develop a plan in advance of the holiday to satisfy these requirements, and to communicate that plan in advance to employees. Backfill costs incurred due to Let Texas Vote Day leave requests from sworn personnel must come from their existing budgets.

Time off requested for Let Texas Vote Day may substitute for administrative leave for voting if the employee chooses to vote on Let Texas Vote Day; however, employees may also request up to 4 hours of administrative leave to vote during the early voting period of a November election as needed, especially when early voting is encouraged to minimize lines on Let Texas Vote Day as a precaution to avoid transmission of COVID-19 or for other public health or safety reasons. Employees may continue to request up to 4 hours of administrative leave for voting during the early voting period or on election day for a primary, run-off, or special election that may be scheduled at any other time in the jurisdiction in which the employee is registered to vote.

The City Manager is directed to update the City's Personnel Policies as appropriate to reflect this implementation, and update notices to employees as outlined in Council Res. No. 20191017-033.

Additionally, the City Manager is directed to add Let Texas Vote Day to the list of official City holidays available on the City's public-facing website (<https://www.austintexas.gov/department/official-city-holidays>) and any other relevant public-facing or internal sites, with appropriate notation to indicate that leave on Let Texas Vote Day is optional for City employees and that it should not impact City services the same way as other official City holidays on the list.